

Standard Operating Procedures 3110.0
QWI Experimental Production Process
June 26, 2006

I. PURPOSE

These standard operating procedures (SOP) describe the Experimental Production stage after a state signs on to the Local Employment Dynamics (LED) partnership and before the beginning of the Regular Production stage.

II. PROCEDURES

It is assumed under this SOP that a state has joined the LED partnership and is in the process to begin regular production of the Quarterly Workforce Indicators (QWI).

1. The state partner selects a method of transferring the data files. It is recommended that encrypted CD/DVD be used for delivery of historical data files in the Experimental Production stage and secured FTP be used for delivery of ongoing quarterly data files in the Regular Production stage¹.
2. The state partner sends the following historical (as far back as 1990 if possible) and standard data files to the Census Bureau:
 - a. Historical worker unemployment insurance (UI) wage records²;
 - b. Historical Quarterly Census of Employment and Wage (QCEW, also known as ES-202) records³; and
 - c. Definitions of Workforce Investment Board Areas⁴.
3. Upon receipt of these data files, the Census Bureau tests the read-in procedures, as well as checking the consistency and quality of the data. The Census Bureau will produce preliminary QWI results for evaluation by the state partner. This will include the loading of the preliminary results in the web-based QWI Online application and the placement of this application in the State Only section of the LED website located at <http://lehd.dsd.census.gov>.
4. When the state partner informs the Census Bureau that it is ready for making the QWI results public, the Regular Production stage begins according to established schedules⁵.

¹ SOP 3040 Secured Electronic File Transfer by Encryption and FTP, available in Partners Only at <http://lehd.dsd.census.gov>.

² SOP 3010 Unemployment Wage File Layout, available in Partners Only at <http://lehd.dsd.census.gov>.

³ SOP 3020 ES-202/QCEW File Layout, available in Partners Only at <http://lehd.dsd.census.gov>.

⁴ SOP 3030 Workforce Investment Board Definitions, available in Partners Only at <http://lehd.dsd.census.gov>.

⁵ SOP 4000 QWI Regular Production Schedule, available in Partners Only at <http://lehd.dsd.census.gov>.

III. NOTES

1. The Experimental Production process usually requires iterations between the state partner and the Census Bureau that range from one to two quarters, depending on the size, completeness, and complexity of the data files.
2. The state partner should also begin to send in ongoing quarterly data files during the Experimental Production stage to test the data transfer steps leading to Regular Production.
3. Web-based applications such as QWI Online, Industry Focus, and State Data Download will be updated within two weeks of the release of the QWI results.
4. The state partner is requested to designate a State Information Technology Contact (SITCON) and corresponding backup(s) to manage information technology issues related to LED⁶. Updating and maintenance of the SITCON list are managed directly by the state partner through automated steps at the LED website.

IV. CONTACT

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⁶ SOP 3090 State Information Technology Contacts, available in Partners Only at <http://lehd.dsd.census.gov>.

⁷ The 2010 decennial census will generate about 300 million records for the U.S. population. A national LED program will process about 150 million records for workers alone four times a year. This does not include the historical files and firm records.